

First Aid Policy & Procedures

Approved by: Headteacher

Date: September 2025

Review date: September 2026



Knowledge



Spark



Humanity



Grit



Team

Our First Aiders

Name	Role	Area of School	Course completed	Expires
Jennifer Flint	Wraparound Care Assistant	Wraparound Care Assistant	03/09/2025	02/09/2028
Charlie Claydon	Wraparound Care Assistant/Lunchtime Assistant	Wraparound Care Assistant	03/09/2025	02/09/2028
Aston Queeley	Wraparound Care Manager-Inclusion Team	Wraparound Care Manager/Whole School	12/01/2024	11/01/2027
Lee Cockcroft	Caretaker	Whole School	12/01/2024	11/01/2027
Stephanie Maden	TA	Early Years	12/01/2024	11/01/2027
Lavinia Hewitt Hill	HLTA	Early Years	12/01/2024	11/01/2027
Stacey Sutcliffe	TA	Early Years	12/01/2024	11/01/2027
Eleanor Batty	TA	Early Years	03/09/2025	02/09/2028
Shelley Furbank	TA	Early Years	03/09/2025	02/09/2028
Heather Munro	TA	Early Years	03/09/2025	02/09/2028
Emma Haigh	Teacher	Early Years	03/09/2025	02/09/2028
Charlie Oakes	Teacher	Early Years	03/09/2025	02/09/2028
Abigail Handley	Teacher	Early Years	03/09/2025	02/09/2028
Anastasia Papazoglou	Teacher	Early Years	03/09/2025	02/09/2028
Eleanor Clark	Teacher	All School	12/01/2024	11/01/2027
Emily Buxton	Teacher	All School	12/01/2024	11/01/2027
Kirsty Wilson	TA	All school	12/01/2024	11/01/2027
Kirsty Webster	Teacher	All School	12/01/2024	11/01/2027
Natalie Phipps	Teacher	All School	12/01/2024	11/01/2027
Kara Thomson	TA	All School	12/01/2024	11/01/2027
Lisa Dobson	TA	All School	12/01/2024	11/01/2027
Sabina Alam	TA	All School	12/01/2024	11/01/2027
Kate Dickinson	TA	All School	03/09/2025	02/09/2028
Lisa Friend	TA	All School	03/09/2025	02/09/2028
Michaela Medley	TA	All School	03/09/2025	02/09/2028
Vanessa Watson	HLTA	All School	12/01/2024	11/01/2027
Claire Speight	TA	All School	12/01/2024	11/01/2027
Rachel White	Lunchtime Assistant	All School	12/01/2024	11/01/2027

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and guidance

This policy is based on the statutory framework for the Early Years Foundation Stage, advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety (First-Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and responsibilities

The school's appointed First Aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section on training) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's First Aiders are listed at the beginning of this policy. Their names will also be displayed prominently around the school site.

The local authority and governing board

Leeds City Council ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of First Aiders are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the First Aiders in school are
- Cleaning grazes, applying plasters or cold compresses, and monitoring children after a bumped head.
- Completing accident reports on CPOMS for all incidents they attend to where a First Aider is not called.
- Informing the headteacher or their line manager of any specific health conditions or first aid needs.

First Aid Procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- A first aider will check all bumped head injuries. Following LA guidance, if a child has a swollen, bruised bump on the head, no other treatment is necessary beyond reassurance and monitoring for signs and symptoms of a more serious head injury. Therefore, ice packs will not be used on any bumped head unless advised to do so by a medical professional; however, a cold compress (such as a wet paper towel) may be used to help soothe the affected area.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the office staff will contact parents/carers immediately
- The First Aider present will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times
- When children in EYFS are eating, a member of staff with a valid Paediatric First Aid (PFA) certificate will always be present. Additionally, children will remain within sight and hearing of staff at all times during mealtimes.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit including, at minimum:
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box.

A member of school staff will complete risk assessments prior to any educational visit that requires pupils to leave school premises.

On school trips and visits, at least one first aider with a current paediatric first aid (PFA) certificate will always be present, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

There will always be at least one first aider on school trips and visits.

First Aid Equipment

A typical first aid kit in our school will include:

- A leaflet giving general first aid advice
- 20 sterile adhesive dressings
- 2 sterile eye pads
- 2 triangular bandages
- 6 safety pins
- 6 medium sterile wound dressings
- 2 large sterile wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The school office (at the desk)
- Upper KS2 corridor
- Year 3 corridor
- Year 2 corridor
- Reception classroom
- Nursery classroom

In addition to standard first aid kits, the school maintains a spare emergency inhaler and EpiPen in the school office, and a defibrillator (AED) also located there. These are for use only in medical emergencies and under the direction of a medical professional or 999 operator. Staff are made aware of their location and receive basic awareness training on their use.

Medicine Consent

Parents must sign a consent form for their child to have medicine administered in school. The completed form will be scanned into CPOMS and sent to the classroom with the medicine.

School staff can administer non-prescription medication with written consent from parents/carers. All prescription medicine must be clearly labelled with the child's name.

Administering Medicines

- All medicines that pupils need immediate access to (such as inhalers and EpiPens) are kept in the class red medicine rucksack, which travels with the class throughout the school day, including to PE and off-site activities.
- Uncontrolled medicines (e.g. paracetamol, antihistamines, or non-addictive prescribed medication) are stored securely in locked medicine boxes:
 - EYFS & KS1: EYFS Utility Room
 - KS2: Staff Room
- Controlled medicines (those with a higher potential for abuse or addiction) are stored in the school office behind two locks, accessible only to authorised staff.
- Staff must administer medicines strictly in line with the parental consent form and/or the pupil's Individual Healthcare Plan (IHP). All administrations must be recorded on CPOMS immediately after giving the medicine.

Inhalers

Only blue inhalers are to be used in school unless otherwise prescribed and supported by an asthma plan.

- All blue inhalers are to be kept in the class red medicine rucksack.
- Staff must check that inhalers are clearly labelled, in date, and stored safely each day.
- An Asthma Plan and Individual Healthcare Plan (IHP) must be in place for every pupil using an inhaler, detailing dosage, emergency procedures, and when parents or emergency services should be contacted.
- Staff must record all inhaler use on CPOMS.

The class red medicine rucksack system ensures that each child's inhaler and EpiPen travel with them at all times and remain easily accessible during all activities.

Recording Administered Medicines

All medicines administered will be recorded on CPOMS, including:

- The medicine administered
- Dosage
- Exact time
- Name of administering staff member

Record-Keeping and Reporting

All first aid incidents are recorded on CPOMS under one of three categories:

- Bumped Head – any head injury
- Minor Injury – injury elsewhere on the body
- Serious Injury – injuries requiring medical care (CF50 completed)

Each record must include:

- Date and time
- Child's name
- Location of incident
- How it occurred
- Action taken

Parents are informed immediately for head injuries and sent a paper bumped-head form if collected by someone else.

All accident records will be retained for a minimum of 3 years.

Notifying Parents

- KS1 & KS2: Parents are notified via Arbor after first aid treatment once logged on CPOMS.
- EYFS: Parents are informed via Tapestry on the same day.

Reporting to the HSE and Ofsted

Serious accidents, injuries, diseases, or dangerous occurrences are reported to the HSE in line with RIDDOR 2013.

Ofsted and Leeds City Council will be notified of any serious accident, illness, or injury to, or the death of, a pupil while in the school's care within 14 days.

Use of Emergency Medical Equipment

The school defibrillator (AED), spare emergency inhaler, and spare EpiPen are to be used only in a medical emergency and under the guidance of a qualified medical professional or 999 operator.

Staff are aware of the location of this equipment and receive regular checks and maintenance updates to ensure it is in working order.

Training

All First Aiders must complete approved first aid training and hold a valid certificate.

The school maintains a register of trained staff and renewal dates.

At least one staff member with a current Paediatric First Aid (PFA) certificate will be present at all times on site and during EYFS mealtimes. Certificates are renewed every 3 years.

Monitoring Arrangements

The Assistant Headteacher will review this policy annually. At every review, the policy will be approved by the headteacher.

Links with Other Policies

This First Aid Policy is linked to:

- Health and Safety Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions Policy

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Appendix 1



Individual Healthcare Plan

Child's name	
Class	
Date of birth	
Home address	
Medical diagnosis/ condition	
Date of plan	
Review date	

Family Contact Information

Name and relationship to child	
Phone no - work	
Phone no - home	
Phone no - mobile	
Name and relationship to child	
Phone no - work	
Phone no - home	
Phone no - mobile	

Medical contacts

Name of clinic/hospital contact	
Phone number	
GP name	
Phone number	

Responsibility for providing care in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or environmental issues.

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Name of medication	
Dose and method of administration	
When to be taken	

Side effects	
Administered by/self administered With/without supervision	

Daily care requirements

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Specific support for the pupil's educational, social and emotional needs

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Arrangements for school visits/trips

Other information

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Describe what constitutes an emergency and the action to take if this occurs

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Person responsible in an emergency

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Plan developed with:	
Staff training needed/undertaken – who, what, where	
Form copied to:	